

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 047		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY Region 6 US Environmental Protection Agency 1445 Ross Avenue Suite 1200 Dallas TX 75202-2733		CODE R6		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TOEROEK ASSOCIATES, INC. 300 UNION BLVD. SUITE 520 LAKEWOOD CO 80228-1552		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 825211824		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00002	
				10B. DATED (SEE ITEM 13) 06/03/2010	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Performance Work Statement

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 825211824

Information/Records Support for Region 6

This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/14-4/11/15 (Contract Year 5 - Option 2).

This modification does not affect the task order ceiling. The ceiling remains \$7,371,071.51.

TOPO: Will LaBombard

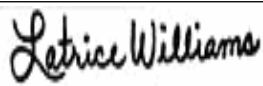
LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 06/30/2014	16B. SIGNATURE 

NAME OF OFFEROR OR CONTRACTOR  
 TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Amount for this Award: \$7,371,071.51 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 06/03/2010 to 04/11/2015				

## TASK ORDER 02 ASSUMPTIONS

Contract EP-W-10-011

Option Year 2 (April 12, 2014 – April 11, 2015)

**Task 1 – ADMINISTRATIVE SUPPORT**

Under Task 1, Toeroek will provide administrative support to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad-hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad-hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

**1.1 Project Planning and Support**

- a. For Option Year 2, Toeroek will attend 12 monthly progress report meetings a year with the EPA Project Officer (PO) and Contracting Officer (CO) in EPA Region 6. Further, it is anticipated that at least quarterly meetings will be held with the EPA Project Officer and Task Order Manager (TOM) in EPA Region 5 for Task Order 1. No travel expenses will be billed to the contract for these meetings.
- b. Toeroek will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- c. Toeroek will attend three ad-hoc meetings as required to address such things as potential performance issues, information requests, and special ad-hoc reporting needs for these task orders.
- d. At EPA's request, Toeroek AR, FOIA, and SEMS leads may attend weekly meetings with EPA leads or the EPA TOM, to discuss progress, processes, procedures, issues, and information requests.
- e. Toeroek will perform preliminary security/background checks for its personnel to obtain badges and computers for onsite contractor personnel. Toeroek will also coordinate the installation and set-up of computers with the EPA IT specialists once workspace is provided by EPA.

**1.2 Information Control and Reporting**

- a. Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2, Reports of Work.
- b. Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2, Reports of Work.
- c. Toeroek will prepare ad-hoc reports as requested and funded to assist the PO and CO in responding to contract information requests.

### **1.3 Task Order Closeout**

Toeroek will support all phases of work related to TO closeout support. The TO file will consist of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.

Toeroek will transfer files to the subsequent TO, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM or DVDROM. Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

### **Task 2 – ADMINISTRATIVE RECORDS**

Under Task 2, Toeroek will support EPA with the preparation of Administrative Records (ARs). Toeroek will create AR indices using an EPA approved automated indexing system, per OSWER Directive No. 9833.3A-1 and Revised Guidance on Compiling Administrative Records for CERCLA Response Actions.

- a. Weekly production reports will be included as part of invoicing.
- b. Toeroek will deliver draft AR indices and the Site Sign-Off Sheet to the EPA COTR for review. Toeroek will incorporate EPA's comments into the index and AR and resubmit for the Site Team's review and approval. Toeroek will prepare the Repository Document transmittal cover letter and Acknowledgement and provide it to the EPA AR Coordinator for signature, and send the AR and indices to the repositories via express mail.
- c. Toeroek will audit existing ARs and recommend corrective actions.
- d. Toeroek will also provide SEMS-CR AR Builder Module training support to EPA Site Teams and maintain and update the SOPs and QA/QC procedures manual.
- e. Toeroek will survey repositories and update the indexing system if a change is implemented.
- f. Toeroek will prepare reports and deliverables as specified in the TO.

### **Task 3 - FOIAs**

Under Task 3, Toeroek will support the Agency with timely responses to Freedom of Information Act (FOIA) requests.

- a. Toeroek will perform the work specified in the TO, including FOIA research and response, tracking, and reporting and meetings.

### **Task 4 - SEMS**

Under Task 4, Toeroek will support EPA with Superfund Enterprise Management System (SEMS), per the DCDSOPM. Toeroek will fully staff an EPA-supplied scan station for up to 12 working hours each day. Output will average about 100,000 pages, including an estimated 5,000 pages of color and/or oversize documents and page insertion into PDF files each month. Each document is estimated to be 35 pages.

Per the tables provided with the TO, the minimum output is 200,000 pages per month.

Toeroek shall index 12-20 fields.

### **Task 5 – SPECIAL PROJECTS**

Under Task 5, Toeroek will support EPA with Special Projects, including field imaging, website development, financial analysis software testing, and SOP and Workflow development documentation.

- a. Toeroek will adhere to DCDSOPM as practical, and will report any conditions that required a deviation from the SOP.
- b. For cost estimating purposes, estimate one trip, destination to be determined, for Option Year 2.

### **Task 6 – TECHNICAL MEETINGS**

Under Task 6, Toeroek will attend technical meetings as specified in the TO.

- a. PWS Paragraph F.1 specifies three meetings of 1 hour each.
- b. PWS Paragraph F.2 specifies monthly one-hour meetings, plus two ad hoc meetings per month at ½ hour each.
- c. PWS Paragraph F.3 estimates two meetings per year at two hours each.
- d. PWS Paragraph F.4 estimates six meetings per year at two hours each.

### **Task 7 – TECHNICAL REPORTS**

Under Task 7, Toeroek will prepare technical reports as specified in the TO.

- a. These reports are in addition to the reporting required under Task 1.
- b. For items 1-7 on page 35 of the Contract, performance will be reported to the CR/EPA COTR in writing on a monthly basis by the beginning of the second week after month end.
- c. Item 7 will also be included in the regular monthly report that supports the invoice.
- d. Weekly reports will be provided by COB each Tuesday.
- e. 20 ad hoc reports will be submitted per year at 1-2 pages each.